



City of Cambridge

PURCHASING DEPARTMENT

Elizabeth Unger
Purchasing Agent

COLEEN CASELLA
Assistant Purchasing Agent for
Goods & Services

NATALIE M. SULLIVAN
Assistant Purchasing Agent for
Design & Construction

TO: All Bidders

FROM: City of Cambridge

DATE: April 16, 2019

RE: File No. #8512 Janitorial Services for Various City Locations- Addendum No. 1

This addendum is comprised of:

1. Changes to Specifications
2. Details regarding Walkthrough
3. Updated Price Proposal

1. CHANGES TO SPECIFICATIONS:

A) Changes to Locations, Schedules, and Contact Information (Pg. 7)

Location Six on price proposal

Warren Pearson	T.B.D.	O'Neill Library	Mon, Wed. Friday
(P) 617-349-4438	617 349-4023	70 Rindge Ave	after business hours

Location Seven on price proposal

Warren Pearson	Jane Philbrick	Collins Library	Mon, Wed. Friday
(P) 617-349-4438	617-349-4021	64 Aberdeen Ave.	after business hours

Location Eight on price proposal

Warren Pearson	Jennifer Costa	Boudreau Library	Mon, Wed. Friday
(P) 617-349-4438	617-349-4017	245 Concord Ave	after business hours

Location Nine on price proposal

Warren Pearson	Ingrid Nowak	O'Connell Library	Mon, Wed. Friday
(P) 617-349-4438	617-349-4019	48 Sixth St.	after business hours

Location Eleven on price proposal

Warren Pearson	T.B.D.	Valente Library	Monday through Friday
(P) 617-349-4438	T.B.D.	826 Cambridge St.	after business hours



B) Changes to The Library Areas requiring cleaning (Pg. 11)

The Library Areas requiring cleaning are identified by location as follows:

In the "Glass" (New) Building

Main Entrance Lobbies – Ground floor
Charging and Returns Desks
New Books / Magazines
Mezzanine Stacks - 1st Floor and Basement Mezz.
Mezzanine Level Staff Offices, and
Delivery Room – Basement Mezz.
Ground floor Nursing Pod, 2nd floor Study Pod
1st floor
Research and Cambridge History - 2nd Floor
Staff Offices
Large and Small Meeting Rooms – "L2 Basement"
Silent Study and Meeting Rooms – 1st and 2nd floors

In the "Stone" (Historic) Building

Reading Room – 1st floor
Sakey Room
Information Commons
Learning Lab
Teen Room
Quiet, Silent Study and Meeting Rooms –

Children's Services - 3rd floor Lower level

The above listed Library Areas, requiring cleaning, are grouped as follows:

Public Area

Entrance Lobbies, stairs, & elevators
New Books / Magazines,
Reading, Computer Classroom, Teens
Mezzanine stacks and Sakey Room
Services, Stacks, Activity rooms,

Meeting Areas

Large, 220 seat Meeting Room
Small Meeting Rooms
Rossi and Rindge Glass Meeting Rooms
Quiet and Silent Study Rooms

Community Room on L-2

Restroom Areas

Public restrooms
Staff restrooms

Library Staff Areas

Lower Level Offices, stairs, and ramp
Checkout and Returns Desks
Historic stairs to mechanical room
Research, Cambridge History, and Children's
Children's Workroom

Kitchen and Lounge Area

Staff Lounge/Kitchen

Vending Machines – Public and
Staff

Café ("Glass" – 1st floor)

2. DETAILS REGARDING WALKTHROUGH

Pre-bid Meeting & tour of all buildings

There will be a Pre-bid conference on **Thursday, April 18, 2019 @ 9:00 AM** located at the Cambridge Public Library, 449 Broadway (Rossi Room). Attendance at the Pre-bid meeting will be recorded by a sign-in sheet.

Thursday, April 18, 2019- Tour schedule

- A. Central Square Branch Library – 45 Pearl Street – 9:00 AM – 9:20 AM
- B. O'Connell Branch Library – 48 Sixth Street – 9:30 AM – 9:45 AM
- C. O'Neil Branch Library – 70 Rindge Avenue – 10:00 AM – 10:10 AM
- D. Boudreau Branch Library – 245 Concord Avenue – 10:25 AM – 10:35 AM
- E. Collins Branch Library, 64 Aberdeen Ave - 10:45 AM – 10:55 AM
- F. Main Library – 449 Broadway- 12:00 PM – 12:30 PM
- G. Senior Center- 806 Mass Ave- 12:45- 1:00 PM
- H. Community Learning Center- 5 Western Ave- 1:15PM- 1:30 PM
- I. Frisoli Youth Center- 1:45 PM - 2:00 PM
- J. North Cambridge Senior Center- 2050 Mass. Ave- 2:15- 2:30 PM

Location Seven

Collins Branch Library, 64 Aberdeen Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
2	1,855 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed., Fri. 6:30pm – 8:00pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

Location Eight

Boudreau Branch Library, 245 Concord Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 1,700 sf	1 hour per day 3 hours per week 156 hours per year	Mon., Wed., Fri. 8:30pm – 9:30pm	\$ _____ hrly rate x <u>156 hours per year =</u> \$ _____

Location Nine

O'Connell Branch Library, 48 Sixth Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning hours</u>	<u>Year One Bid Amount</u>
1	Approx. 2,700 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed. Fri. 10:00pm – 11:30pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

Location Ten

Central Square Branch Library, 45 Pearl Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
3	9,882 sq feet	3 hours per day 15 hours per week 780 hours per year	Mon., Wed. Fri. 6:30pm – 9:30pm. Tues., Thurs. 9:00pm – 12:00am	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

Location Eleven

Valente Branch Library, 826 Cambridge Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 10,000 sq feet	___ hours per day ___ hours per week ___ hours per year Beginning December 1, 2019	Mon. - Fri. 6:30pm – 9:30pm	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

Instructions for submitting Total Year One Bid Amount: Bidders shall add Year One Bid Amounts for All Locations.

Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 + Location 11 =

\$ _____

Total Year One Bid Amount in Words

YEAR TWO – Detailed price proposal

Location One

Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
5	100,000 square feet (sf)	20 hours per day 140 hours per week 7280 hours per year	7 days a week 11:00pm- 3:30AM	\$ _____ hrly rate x <u>7280 hours per year =</u> \$ _____

Location Two

Cambridge Senior Center, 806 Massachusetts Ave.

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
3 plus basement	27,000 sq. feet	4 hrs per day 20 hrs per week 1040 per year	Mon. – Fri. 11:00pm–5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u> \$ _____

Location Three

Community Learning Center (“CLC”), 5 Western Avenue, Cambridge

Location Four

Multi Service Center (“MSC”), 5 Western Ave, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
2	23,729 sq feet	CLC =4 hours MSC=4 hours 8 hours per day 40 hours per week 2080 hours per year	Mon. – Fri. 11:00pm-5:00am	\$ _____ hrly rate x <u>2080 hours per year =</u> \$ _____

Location Five

North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	1706 sq. feet	4 hours per day 20 hours per week 1040 hours per year	Mon. – Fri. 11:00pm – 5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u> \$ _____

Location Five "A"

North Cambridge Community Learning Center, 289 Rindge Ave., Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 1,000 sq. feet	2.5 hours per day 12.5 hours per week 650 hours per year	Mon. – Fri. Between 11:00pm – 5:00am	\$ _____ hrly rate x <u>650 hours per year =</u> \$ _____

Location Six

O'Neill Branch Library, 70 Rindge Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	Approximately 4,100 sf	2 hours per day 6 hours per week 312 hours per year	Mon., Wed., Fri. 10pm – 12am	\$ _____ hrly rate x <u>312 hours per year =</u> \$ _____

Location Seven

Collins Branch Library, 64 Aberdeen Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
2	1,855 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed., Fri. 6:30pm-8:00pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

Location Eight

Boudreau Branch Library, 245 Concord Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	Approx. 1,700 sf	1 hour per day 3 hours per week 156 hours per year	Mon., Wed., Fri. 8:30pm – 9:30 pm	\$ _____ hrly rate x <u>156 hours per year =</u> \$ _____

Location Nine

O'Connell Branch Library, 48 Sixth Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
1	Approx. 2,700 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed., Fri. 10pm – 11:30pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

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Location Ten

Central Square Branch Library, 45 Pearl Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Two Bid Amount</u>
3	9,882 sq feet	3 hours per day 15 hours per week 780 hours per year	Mon., Wed., Fri. 6:30pm – 9:30 pm Tues., Thurs. 9:00pm – 12:00pm	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

Location Eleven

Valente Branch Library, 826 Cambridge Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 10,000 sq feet	___ hours per day ___ hours per week ___ hours per year Beginning December 1, 2019	Mon. - Fri. 6:30pm – 9:30pm	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

Instructions for submitting Total Year Two Bid Amount: Bidders shall add Year Two Bid Amounts for All Locations:

Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 + Location 11 =

\$ _____

Total Year Two Bid Amount in Words

YEAR THREE – Detailed price proposal

Location One

Cambridge Public Library 449 Broadway, Cambridge MA 02138-4125

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
5	100,000 square feet (sf)	20 hrs per day 140 hours per week 7100 hours per year	7 days a week 11:00pm- 3:30AM EXCEPT 9 Sundays from July 1 to first Sunday after Labor Day in September	\$ _____ hrly rate x <u>7280 hours per year =</u> \$ _____

Location Two

Cambridge Senior Center, 806 Massachusetts Ave

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
3 plus basement	27,000 sq. feet	4 hrs per day 20 hrs per week 1040 per year	Mon. – Fri 11:00pm–5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u> \$ _____

Location Three

Community Learning Center (“CLC”), 5 Western Avenue, Cambridge

Location Four

Multi Service Center (“MSC”) , 5 Western Ave, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
2	23,729 sq feet	CLC =4 hours MSC=4 hours 8 hours per day 40 hours per week. 2080 hours per year	Mon. – Fri. 11:00pm-5:00am	\$ _____ hrly rate x <u>2080 hours per year =</u> \$ _____

Location Five

North Cambridge Senior Center, 2050 Massachusetts Ave., Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
1	1706 sq. feet	4 hours per day 20 hours per week 1040 hours per year	Mon. – Fri. 11:00pm – 5:00am	\$ _____ hrly rate x <u>1040 hours per year =</u> \$ _____

Location Five "A"

North Cambridge Community Learning Center, 289 Rindge Ave., Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 1,000 sq. feet	2.5 hours per day 12.5 hours per week 650 hours per year	Mon. – Fri. Between 11:00pm – 5:00am	\$ _____ hrly rate x <u>650 hours per year =</u> \$ _____

Location Six

O'Neill Branch Library, 70 Rindge Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
1	Approximately 4,100 sf	2 hours per day 6 hours per week 312 hours per year	Mon., Wed., Fri. 10:00pm – 12:00am	\$ _____ hrly rate x <u>312 hours per year =</u> \$ _____

Location Seven

Collins Branch Library, 64 Aberdeen Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
2	1,855 sf	1.5 hours per day 4.5 hours per week 234 hours per year	Mon., Wed. Fri. 6:30pm – 8:00pm	\$ _____ hrly rate x <u>234 hours per year =</u> \$ _____

Location Eight

Boudreau Branch Library, 245 Concord Avenue, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
1	Approx. 1,700 sf	1 hour per day 3 hours per week 156 hours per year	Mon., Wed. Fri. 8:30pm – 9:30pm	\$ _____ hrly rate x <u>156 hours per year =</u> \$ _____

Location Nine

O'Connell Branch Library, 48 Sixth Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning hours</u>	<u>Year Three Bid Amount</u>
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Location Ten

Central Square Branch Library, 45 Pearl Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year Three Bid Amount</u>
3	9,882 sq feet	3 hours per day 15 hours per week 780 per year	Mon. Wed. Fri. 6:30pm – 9:30 pm Tues., Thurs. 9:00pm – 12:00am	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

Location Eleven

Valente Branch Library, 826 Cambridge Street, Cambridge

<u>Number of floors</u>	<u>Square Footage</u>	<u>Number of work hours</u>	<u>Cleaning Hours</u>	<u>Year One Bid Amount</u>
1	Approx. 10,000 sq feet	___ hours per day ___ hours per week ___ hours per year Beginning December 1, 2019	Mon. - Fri. 6:30pm – 9:30pm	\$ _____ hrly rate x <u>780 hours per year =</u> \$ _____

Instructions for submitting Total Year Three Bid Amount: Bidders shall Add Year Three Bid Amounts for All Locations.

Location 1 + Location 2 + Location 3/Location 4 + Location 5 + Location 6 + Location 7 + Location 8 + Location 9 + Location 10 + Location 11 =

\$ _____

Total Year Three Bid Amount in Words

TOTAL BID PRICE FOR ALL THREE YEARS

Instructions for Submitting Total Bid Price: Bidders shall add Total Year One Bid Amount, Total Year Two Bid Amount and Total Year Three Bid Amount.

Total Year One Bid Amount \$ _____
+
Total Year Two Bid Amount \$ _____
+
Total Year Three Bid Amount \$ _____

= \$ _____ **Total bid submitted**

Total bid submitted in words for Eleven locations for a period of three years

Signature of Bidder

All other details remain the same.



Elizabeth Unger
Purchasing Agent

Addendum No. 1